Workday Financial Management go-live is **Tuesday, July 6th at 7 a.m. PST**. This change will establish a single university system for all finance, human resources and payroll services. The transition from the Kuali Financial System (KFS) to Workday requires **impacted HR transactions are not in progress** while Foundation Data Model (FDM) values are converted and loaded into Workday. In anticipation, there will be a Preparation, Transition, and System Downtime period. [Learn more here.](#)

### IMPORTANT HCM / PAYROLL DATES

#### PREPARE

**NOW - FRIDAY JUNE 18**
- Initiate any impacted HR transactions now in Workday that are expected to occur with effective dates from 6/18 - 7/6.
- Run the Business Process Transactions Awaiting Action audit report of pending impacted transactions and follow up with users to complete approvals.

#### TRANSITION

**FRIDAY JUNE 18, 2021 @ 6PM**
- Deadline to initiate new impacted transactions temporarily until 7/6.
- Run the Business Process Transactions Awaiting Action (Complete by 6/25) audit report of pending impacted transactions to follow up with users to approve.
- To request an approval for an exception to initiate an impacted transaction, contact the HR Service Center.

**FRIDAY JUNE 25, 2021 @ 6PM**
- Deadline to approve and complete impacted transactions.
- Incomplete impacted transactions will be cancelled at this time, including those initiated after 6/18 via an exception.

#### SYSTEM DOWNTIME

**WEDNESDAY JUNE 30, 2021 @ 6PM**
**TUESDAY JULY 6 @ 7AM**

**WORKDAY SYSTEM DOWNTIME:**
Beginning Wednesday, June 30th at 6pm PST through Tuesday, July 6th at 7am PST, all university users will NOT be able to access Workday for any functions, in order to complete the transition from KFS to Workday.

**System Downtime Considerations:**
- **Workday Timekeeping Unavailable** - Non-Exempt Workers will need to use the Workday paper timesheet during this period to keep track of hours worked. Once Workday is live on 7/6 at 7am, users can input hours worked during this period into Workday and follow regular approval procedures.
- **External Recruiting Website Unavailable** - Since Workday will be down, applicants will not be able to apply to positions because they need to create a Workday account.

**TUESDAY JULY 6 @ 7AM**
- Access to Workday resumes University-wide.
- Cancelled transactions may be entered and backdated.
- Staff may resume using Workday Timekeeping.
- Applicants may resume using the external recruiting website.

CONNECT WITH US:  
[imagineprogram.usc.edu](http://imagineprogram.usc.edu)  
[imagine@usc.edu](mailto:imagine@usc.edu)